

MINUTES OF MEETING

STEERING COMMITTEES (SCs) For The METROLOGY and ACCREDITATION DOE TOPICAL COMMITTEES

January 3, 2001

TELECONFERENCE

Prepared by: Don Ragland, Secretariat
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[NOTE: For your quick reference, Action Items are listed separately at the end of these Minutes]

ATTENDANCE REPORT

**SC members
present**

Roger Burton (Honeywell/KC)
John Clark (WSRC); for Roy Anderson
Ken Harrison (PNNL)
Harry Moody (INEEL)
Dick Pettit (SNL/A)
Ed Pritchard (DOE/Y-12); for Beverly Adams
Don Ragland (SNL/A)
Jim Simons (SNL/A)

MARCH 2001 ANNUAL MEETING

Travel/Hotel Information

Ed Pritchard

Waiting until Monday, March 19th to fly to Knoxville can entail considerably increased flight rates.

The best airline rates continue to be either flying into Nashville and travelling to Knoxville by car or flying directly to Knoxville on Saturday (Mar 17th) and spending an extra night or two. The reduced airline rate can easily offset the added lodging and meal costs.

Those choosing the Saturday option should be able to get a room at the Garden Plaza at government rates for the extra nights. Contact Ed Pritchard (pritchardew@y12.doe.gov) and he will arrange this for you.

Agenda Items for March 2001 Meeting

SC preliminary meeting The Steering Committee will meet on Monday, March 19th, from 3:00 - 5:00 pm to finalize the March meeting logistics. NOTE: Steering Comm members Should arrange their travel accordingly.

E. Pritchard will arrange for a meeting room at the Garden Plaza hotel for the Steering Comm. meeting. D. Ragland will notify the SC members as to the details.

Main agenda The SC agreed that the draft agenda prepared in November 2000 appears to be ready to finalize.

D. Ragland will update the draft agenda to reflect current changes and proof it for submission to the SCs for approval.

Speakers D. Pettit reported that it still appears Carroll Brickenkamp will speak for NIST; however, it is not yet confirmed. Pettit will consult with R. Kayser at NIST to verify.

Pettit will contact John Ball (U.S. Army) and Don Heirman (NACLA) to verify their attendance at the meeting.

DOE/DOD relations DOD & NASA officials at the last NCSL meeting expressed their concerns to H. Moody about whether or not DOE Topical Committees possessed the authority to speak on behalf of DOE when interacting with Federal agencies.

Moody contacted Rick Serbu (DOE/TSP Chief) and requested clarification on this matter. Serbu responded with a written statement which states that DOE Topical Committees represent DOE in interactions with Federal agencies and, further, provides justification according to public policy and OMB A-119 and Federal Law (PL 104-113).

Serbu's statement is now on file as an official document of the DOE Topical Committees on Metrology & Accreditation.

The SC agreed that text regarding this authorization should be inserted into the official Charters of the Metrology & Accreditation Committees. Moody will draft such text and present it to the General Committee for consideration at the March 2001 meeting.

R&D survey

Moody is working with Leslie Schaefer (Pantex/Amarillo) to compile a survey of R&D projects, current and projected, across the DOE complex. The results will be presented at the March 2001 annual meeting.

Other

Ed Pritchard

Pritchard is arranging for a special General Committee dinner at a local restaurant for the first night of meetings.

**Pending
retirement**

Ken Harrison (PNNL) reported that he plans to retire late 2001 or early 2002.

He intends to provide a website to promote the use of retired or semi-retired professionals for providing consultant services nationally and internationally. Ken presently has eight resumes on hand and looks forward to this new venture. Feel free to contact Ken about the particulars.

Action Items

Ed Pritchard	Reserve a small conference room (10-12 persons) at the Garden Plaza Hotel for the Monday, March 19, 2001, Steering Committee meeting, from 3:00 pm to 5:00 pm. Confirm details to Don Ragland, so he can notify the SC.
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Harry Moody	<ol style="list-style-type: none">1. Draft text, reflecting Metrol & Accred Comm status with respect to interaction with Fed agencies, for proposed insertion into Charters for both committees.2. Be prepared to present the above at the March 2001 meeting for consideration by the General Committee.3. Working with Leslie Schaefer (Pantex), develop a survey of current & future R&D projects across the complex. Prepare a summary report for oral presentation, plus a more descriptive, written report for distribution, at the March 2001 meeting.
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Dick Pettit	<ol style="list-style-type: none">1. Contact Don Heirman (NACLA) and John Ball (U.S. Army/Redstone) re confirmation of their speaking appearances at the March 2001 meeting.2. Consult with R. Kayser (NIST) to verify a speaker at the March 2001 meeting (Brickenkamp?). Report to D. Ragland.
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Don Ragland	<ol style="list-style-type: none">1. Ensure all speakers for the March 2001 meeting are included in the general database and are prepared for their presentations.2. Revise March 2001 meeting agenda to reflect recent changes and prepare a final draft for approval by the SC.3. Ensure all SC members with specific duties at the March 2001 meeting are prepared.
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Meeting was adjourned at 2:10 p.m., January 3, 2001